

PTO Executive Board Meeting Minutes

November 2024

Tuesday, 11/12/2024, 7:30 PM- 9:15 PM

Zoom

Attendees: Nancy Zitzmann, Interim Principal; Meg Holliday, Assistant Principal; Julia Ringkamp, Co-President; Maren Mellem, Co-President; Jackie Burgdorf- Johanning, VP Events; Crystal Hoffmann, VP Community; Susan Krieg, VP Administration/Communication; Lauren Bruno, Treasurer; Kerri Goodson, Corresponding Secretary; Anna Sears, Director, DEI; John Helmig, Teacher Liaison; Carolyn Schwent, Auditor

Absent: Andrea Taylor, VP Fundraising; Christy Curtis, Social Media Liaison

Principals: Nancy Zitzmann/Meg Holliday

- **Penny Wars Update:**
 - Pizza party to be scheduled for Jenny Boyle's class (Penny Wars winner). Julia and Maren to coordinate directly with Ms. Boyle
 - Popcorn/Bingo party held two weeks ago for 5th grade (grade level winner)
- **Shed Clean Out:**
 - Susan and Julia will be cleaning out the PTO Shed on Thursday, 11/14. Plan to create a Google document to inventory shed items
- **2025-2026 Principal Search Update:**
 - **Focus Groups:**
 - Kickoff meeting was held with two students from every grade. They were asked to describe what characteristics make a great principal and provide feedback on what they enjoy most at Bristol (currently Penny Wars and classroom parties)
 - Parent Zoom meeting held on 11/4/24. Only two Bristol parents attended
 - Teachers met with Dr. Simpson for a round table discussion on 11/11/24
 - Will be changing date of February 11th Zoom meeting
 - Principal application due early December 2024 (12/2 or 12/3)
 - Interviewing to begin February 2025. PTO may be asked to join in the final interview
- **Playground Update:**
 - **Gaga Ball Pits:**
 - Due to playground changes, both are placed on concrete. Soft surface needed for safe play
 - Discussed purchasing sport tiles (1 foot x 1 foot) for each pit. Total cost: \$1000 for both pits
 - Ground is also unlevel for one pit and would need to be corrected at an additional cost.
 - Considering utilizing only one Gaga Pit to decrease cost
- **National Blue Ribbon Award Update**
 - Dr. Simpson, Meg Holiday and Jenny Boyle traveled to Washington D.C. to accept award on 11/8/24
 - District office to design two banners to display out front of school (Gray entrance)
 - Will be receiving a second flag and plaque

Teacher Liaison: John Helmig

- No updates

President Report: Julia Ringkamp & Maren Mellem

- **October Meeting Minutes** reviewed and approved
- **December Meeting:**
 - Planning to offer an agenda only update in place of a meeting. Please let Julia or Maren know if anything needs to be discussed in a meeting format. Otherwise, next meeting will be in January 2025
- **General PTO Spring Meeting:**
 - Need to determine if Bristol will offer a combined meeting with other Webster schools instead of planning our own. Will reach out to see what District has planned for Spring 2025

Treasurer: Lauren Bruno

- **Sound Panels:** acquiring for Cafeteria from Mark Hinkle later this week to complete a previous Trivia Night Fund A Cause
- **Field Trips:** continuing to be scheduled and funded

VP Administration/Communications: Susan Krieg

- **Trivia/Music Bingo Night: 2/22/25** at Moolah Shrine Center
 - Currently selecting theme and choosing between music bingo or trivia
 - **Tickets:** on sale starting 12/13/24
 - Will likely raise tickets by \$5 a person due to increased venue cost
 - Planning to offer free tickets to teachers
 - Bar option includes four hour open bar at \$12 per person
 - Considering selling bus rides from Bristol to Moolah
 - **Fund A Cause Ideas:**
 - **Library Updates:** "browsing shelves" in the picture book section, matching tables, kid friendly sofas
 - **Teacher Wish List/ Giving Tree:** includes items at various price points. Profit generated goes directly to teachers versus PTO budget
 - **Classroom Baskets:** discussed eliminating due to baskets selling at a loss in the past and the increased amount of work for room parents
 - **Equitable Auction Options:** Anna shared that Dr. Shane Williamson discussed some best practices for auctioning off time with teachers and staff. This includes allowing for opportunities for more students to win. Suggested trialing a raffle (similar to Avery) to include more students
 - **Low Cost/ Free Auction Options:**
 - Front row seats at movie night/concerts, 5th grade graduation
 - Select a lunch menu item or movie for movie night
 - Choose person for Dunk Tank at Blacktop Ball
- **Winter Party/ Room Parents:**
 - Will be held in the morning at 8:30 on 12/20/24
 - Reminder to be sent out soon

VP Events: Jackie Burgdorf- Johanning

- **Fall Fest Feedback:**
 - Trail or Treat, Costume Parade and movie were all well received
 - Changes suggested for next year: clean-up was able to start during the event (movie), therefore, do not need as many volunteers at the end. Will order less pizza
- **Winter Event: Saturday, 2/1/25**
 - Planning to host a bowling event
 - Anticipating 200-300 attendees based on last year's event
 - Current budget: \$1500 (based on last year's event)

- Location options discussed: Bowl-arama (Valley Park), Sunset Lanes, Shrewsbury Lanes

VP Community: Crystal Hoffmann

- **Staff Appreciation Committee:**
 - Dinner to be provided from Cyrano's for upcoming Fall Conferences
 - Plan to continue to provide support staff gifts (PT/OT, Psychologists, IT, Teacher's Aides, Adventure Club)
 - Tom's Coffee Truck scheduled on 12/2/24
- **Beautification Committee:**
 - Great turnout for Fall Clean Up event
 - Plan to landscape behind buddy bench in Spring 2025
- **Welcome Committee:** continuing to work on new shirts
- **Bristol Dads Group:** Annual Golf Outing held on 11/8/24 at Forest Park. 40 attendees. Anticipated to raise about \$1500 (compared to \$800 last year)

VP Fundraising: Andrea Taylor

- **Dine Out Night:** 12/14 at Cyrano's
- **Gift Card Sales:** Planning to launch 11/25. More details to come

Auditor: Carolyn Schwent

- No updates

Corresponding Secretary: Kerri Goodson

- **Scholastic Book Fair:**
 - Book Fair Hours:
 - Student Preview Day: Tuesday, 11/19, 8:30 AM - 2:30 PM
 - Tuesday, 11/19, 3-8 PM
 - Wednesday, 11/20, 3-5 PM
 - Thursday, 11/21, 3-8 PM
 - Purchases can be made online (\$25.00 or more ships free)
 - <https://bookfairs.scholastic.com/bf/bristolelementarywgsd>

Social Media Liaison: Christy Curtis

- Please send information to be included on Facebook to (314)-623-4262 or ChristyJayneCurtis@gmail.com

Diversity and Inclusion Representative: Anna Sears

- **Bristol Equity Parents Meetings:** (all are invited, may bring children)
 - Fall: Zoom: 11/18/24, 6:30-7:30 PM
 - Winter: Library Meeting Room: 1/21/25, 6:30-7:30 PM
 - Spring: Library Meeting Room: 4/9/25, 6:30-7:30 PM

Future PTO Meetings:

- January 14, 2025: In person
- February 11, 2025: Zoom
- March 11, 2025: Zoom
- April 8, 2025: Zoom
- May 13, 2025: In person

Meeting minutes submitted by Kerri Goodson, Corresponding Secretary, 12.6.2024